

# **Governors' Policy Statement on School Attendance**

## **Aim**

Backwell School is committed to providing high quality inclusive learning opportunities for all students. Excellent attendance is crucial for students to reach their full potential and any problems that impede full attendance must be identified and addressed as speedily as possible. We aim for maximum attendance and punctuality for all our students, with absence and lateness only for unavoidable reasons.

The school works closely with parents and uses the strong home-school links already established whenever there is a concern about attendance or punctuality. School staff also work closely with the North Somerset Education Welfare Service and refer appropriate issues to them.

## **Sixth Form**

Attendance at school beyond Year 11 is not a legal requirement and therefore the procedures outlined below apply only to students in Years 7 to 11. However the school gives Sixth Form students every encouragement to achieve maximum attendance and punctuality and will raise concerns with parents when appropriate.

## **Procedures for dealing with absence or lateness**

Parents are expected to telephone the school Absence Line before 10 a.m. if their son or daughter is absent that day. Students' attendance is monitored twice daily by the Attendance Co-ordinator who may, on the first day of absence, contact the parents of any student whose absence gives cause for concern.

When concerns about the absence or punctuality record of a student are not resolved the Attendance Co-ordinator liaises with Heads of Units, the Assistant Head responsible for pastoral issues and the Education Welfare Officer. Sanctions include letters home, an invitation to a meeting in school, and, in the last resort, fixed penalty fines.

## **Family holidays in term time**

The law allows the Headteacher to authorise up to two weeks' absence from school for a student to take part in the annual family holiday. This is not a parental right. The Headteacher decides whether or not to authorise the absence; if he does not, and the holiday goes ahead, the absence is recorded as unauthorised.

## **Target setting**

Governors are required by law to set attendance targets for students in Years 7 to 11 by 31 December for the academic year beginning the following September. The Governors Curriculum Committee considers the targets for approval by the Board and reviews the outcome.

Latest revision July 2005.